



New Jersey Department of Environmental Protection Site Remediation Program

TEMPORARY LICENSED SITE REMEDIATION PROFESSIONAL APPLICATION FREQUENTLY ASKED QUESTIONS (FAQs)

General Questions

FAQ: What are the fees associated with the temporary LSRP application and the temporary LSRP program?

Answer: The application fee is \$400. The annual fee to maintain licensure is \$900.

FAQ: How will I know if my application has been approved?

Answer: NJDEP will send you a letter indicating approval of your application and licensure will be contingent upon submission of the \$900 annual fee. After the fee is received, the NJDEP will publish on its web site a list of those applicants that have demonstrated they have the education and experience to be awarded a temporary LSRP license. The NJDEP will not be issuing a certificate. LSRPs will have a temporary license number included with their name, address, and telephone number and email address posted on the Site Remediation Program's web site.

FAQ: How will I know if my application has been denied?

Answer: The NJDEP will provide written notification when it determines that an application does not meet the requirements for a license. If the applicant disagrees with the NJDEP's decision, then the applicant must provide a written statement with an appropriate rationale. If the applicant chooses to resubmit the application, a new fee must accompany the subsequent application.

FAQ: Is there a due date for applications?

Answer: No. The NJDEP is allowing for a rolling application period. Applications will be reviewed in the order they are received. However, the first set of licenses will be issued in a batch.

FAQ: How long will the review process take?

Answer: The NJDEP is committed to having the first list of temporary LSRPs on the NJDEP's website in October 2009.

Section 1: Applicant Information

FAQ: Will the NJDEP publish all addresses and phone numbers I provide?

Answer: No. The NJDEP will only publish the address and phone numbers that an applicant checks off on the application, indicating which address and phone numbers that the NJDEP and potential clients would use to contact the applicant.

Section 2: Relevant Training and Coursework

FAQ: I cannot locate my certificate of completion for the 40-hour health and safety training. Is there another way to show the NJDEP that I took the course?

Answer: Yes. The NJDEP prefers that copies of the 40-hour health and safety training certificates be submitted whenever possible, however, the applicant may provide an affidavit to certify that he or she completed the 40-hour health and safety course. The applicant shall complete an affidavit, which is provided on page 5 of the Application Instructions, and then sign it and have it notarized.

FAQ: I cannot locate my 8-hour health and safety training certificate. Is there another way to show the NJDEP that I took the course?

Answer: No. The applicants must provide a copy of their most recent 8-hour health and safety certificate, since it is an annually required training. An affidavit cannot be substituted.

FAQ: I completed the New Jersey Technical Requirements for Site Remediation course over three years ago. I am registered to take the course, but it will not be held for several months. Does this make me ineligible to become a temporary LSRP until the course is completed?

Answer: Yes. The applicant can submit the application to become a temporary LSRP, including proof that the applicant has registered for the course. The NJDEP will not process the temporary license application until the NJDEP receives proof that the course has been completed. Upon course completion, the applicant shall mail a copy of the completion certificate to the address indicated on Page 1 of the Application Instructions. A cover letter should be provided to indicate that the certificate is being provided to complete the temporary license application.

FAQ: I recently took the New Jersey Subsurface Evaluator/ Underground Storage Tank Refresher course. Can this be substituted for the New Jersey Technical Requirements for Site Remediation course?

Answer: No. There are no substitutions for the New Jersey Technical Requirements for Site Remediation course.

FAQ: I have a current New Jersey Sub-Surface Evaluator Certification. Should I list this in 2d?

Answer: Yes.

FAQ: I have an expired New Jersey Sub-Surface Evaluator Certification. Should I list this in 2d?

Answer: No.

FAQ: Will anyone be “grandfathered” into the temporary or permanent LSRP licensing program?

Answer: No.

Section 4: Qualifying Degree

FAQ: What college degrees qualify for meeting the statutory education requirement?

Answer: The Site Remediation Reform Act (N.J.S.A. 58:10C-1 et seq.) states that applicants holding “a bachelor’s degree or higher in natural, chemical or physical science, or an engineering degree in a discipline related to site remediation” meet the education requirements for a temporary license. Provided below is a list of **example degrees** that would meet the statutory education requirement. **Please note this is not a comprehensive list.** If you have a degree that may meet the statutory requirement, but are unsure, contact the NJDEP to determine degree eligibility.

Biochemistry	Geology
Biology	Geotechnical Engineering
Chemical Engineering	Hazardous Waste Management
Chemistry	Hydrogeology
Civil Engineering	Hydrology
Earth Science	Risk Assessment
Environmental Engineering	Soil Science
Environmental Sciences/Studies	Water Resources
Ecology	Wetland Science
Epidemiology	

FAQ: What type of institution accreditation is necessary for a qualifying degree?

Answer: Colleges and universities can obtain two types of accreditation – institutional accreditation and program/ specialized accreditation. Generally speaking, if an institution is accredited, then all degrees offered in all programs are accredited. However, in some disciplines, getting specific programs accredited by an additional

board is very important. For the qualified degrees that we are interested in for temporary LSRP applicants, program/specialized accreditation only affects engineering disciplines.

Regarding the engineering disciplines, the program/specialized accreditation that is important is the accreditation by ABET (Accreditation Board for Engineering and Technology). Simply having the institutional accreditation is not sufficient.

Websites providing more information on accreditation and that provide the ability to search colleges and universities are: <http://www.chea.org/> and <http://www.ope.ed.gov/accreditation/>.

FAQ: I have a qualifying degree from a university outside of the United States. For my application to the New Jersey Professional Engineering Board (NJ PE Board), I previously had my degree evaluated by a review service that the NJ PE Board accepted. Do I have to have my degree evaluated again?

Answer: No. Since you have had your degree evaluated and it was accepted by a New Jersey licensing board, you must submit a copy of that evaluation. The NJDEP understands that it will not be in a sealed envelope and may not have been evaluated within the last three years. The evaluation shall be a detailed evaluation that identifies the institution(s) attended, dates of attendance, credentials received, and the United States equivalent. Additionally, this report should list the individual courses taken for each credential received.

FAQ: I have a qualifying degree from a university outside of the United States. As part of my acceptance for graduate school in the United States, I had to have my degree evaluated by a review service that the graduate school accepted. Do I have to have my degree evaluated again?

Answer: No. Since you have had your degree evaluated and it was accepted by an accredited graduate school in the United States, you must submit a copy of that evaluation. The NJDEP understands that it will not be in a sealed envelope and may not have been evaluated within the last three years.

FAQ: I have a foreign degree which was evaluated by a review service as part of obtaining a professional license. Do I still need to provide a copy of my transcript?

Answer: No. Since the degree was evaluated and found acceptable for a professional license, the NJDEP will accept the certification of your foreign degree in lieu of the "Official" transcript.

FAQ: Is there a list of foreign degree evaluation services that are acceptable to the NJDEP?

Answer: Below is a list of evaluation services that are acceptable to the NJDEP. Please be aware that the NJDEP does not endorse any of the companies listed below, however, they are companies that are accepted by the NJ Department of Education, the New Jersey Board of Professional Engineers and Land Surveyors and/or other States within the US.

World Education Services, Inc.
P.O. Box 5087
Bowling Green Station
New York, NY 10274-5087
Phone: (212) 966-6311
Fax: (212) 739-6100
Email info@wes.org
<http://www.wes.org>

Educational Credential Evaluators, Inc.
P.O. Box 514070
Milwaukee, WI 53203-3470
Phone: (414) 289-3400
Fax: (414) 289-3411
email: eval@ece.org
<http://www.ece.org>

Foreign Academic Credentials Service, Inc.
P.O. Box 400
Glen Carbon, IL 62034
Phone: (618) 307-6036 (9:30 - 12:00 CST)
(618) 656-5291 (1:00 - 5:00 CST)
Fax: (618) 656-5292
email: admin@facsusa.com
<http://www.facsusa.com>

International Education Research Foundation, Inc.
P.O. Box 3665
Culver City, CA 90231-3665
Phone: (310) 258-9451
Fax: (310) 342-7086
email: information@ierf.org
<http://www.ierf.org>

Josef Silny & Associates, Inc.
7101 SW 102 Avenue
Miami, FL 33173 USA
Phone (305) 273-1616
Web address: www.jsilny.com
Email address: info@jsilny.com

Educational Perspectives
P.O. Box 618056
Chicago, IL 60661 USA
Phone (312) 421-9300
Web address: www.edperspective.org
Email address: info@edperspective.org

Center for Professional Engineering Education
Services
P.O. Box 720010, Miami
FL 33172 USA
Phone (800) 464-7650
Web address: www.cpees.org
Email address: info@centersupport@ncees.org

Educated Choices
127 Inwood Avenue
Upper Montclair, NJ 07043
Phone: 973-746-6512
<http://www.educatedchoices.com>

FAQ: The University I attended will not mail me copies of my official transcripts. What address at the NJDEP shall I have my transcripts sent?

Answer: New Jersey Department of Environmental Protection
Site Remediation Program
Licensed Site Remediation Professional Temporary License Program
Application Manager
P.O. Box 028
Trenton, NJ 08625-0028

FAQ: I have a non-qualifying degree. Can I still apply for the temporary LSRP license?

Answer: Yes. Applicants with non-qualifying degrees can apply for the alternate track and will be licensed to work on regulated underground storage tanks only.

FAQ: I have a two undergraduate degrees. Should I list both?

Answer: It is only necessary to list one qualifying bachelor's degree. Do not list a bachelor's degree if it is not in a qualifying area of study.

FAQ: I have an undergraduate degree that is not listed in the qualifying areas of study. Am I eligible to apply for a temporary LSRP license?

Answer: That depends of the area of study. **The qualifying areas of study previously listed are provided as guidance and are not a comprehensive list.** If you have an undergraduate degree that is not listed, but does meet the statutory criteria of natural, chemical or physical science, or an engineering degree in a discipline related to site remediation (see N.J.S.A. 58:10C-13) you may submit your application.

FAQ: I have my graduate degree in Chemical Engineering, but my undergraduate degree is in a non-qualifying area of study. Do I meet the degree requirements for temporary licensure? Does my Masters Degree still qualify for a year substitution of professional experience even though my undergraduate degree is in a non-qualifying area of study?

Answer: Yes. Since the Masters Degree is in a qualifying area of study, it meets the degree requirements for temporary licensure under the standard track. In addition, completion of the Masters Degree in a qualifying area of study makes you eligible for one year of substitution of professional experience.

Sections 5 through 9

FAQ: Will the NJDEP keep social security numbers confidential?

Answer: Yes. Further, NJDEP will limit the number of people who will have access to this information.

Section 11: Professional Experience/Project Histories

FAQ: How many hours are equivalent to one year of full-time professional experience?

Answer: One year of full-time professional experience equals an average of 20 hours per week or 1,000 hours. The NJDEP recognizes that applicants typically spend less than 100% of their time applying scientific or engineering principles at contaminated sites, whether those other activities are supervising employees, conducting or receiving training, developing client relationships, or conducting other environmental work.

FAQ: What if I work less than an average of 20 hours per week?

Answer: The NJDEP recognizes that there may be temporary breaks in service such as family leave and change in jobs. Therefore, it is possible to prorate the applicant's experience. This is done when it takes longer than one calendar year to accumulate 1,000 hours, the equivalent of one year of full-time experience.

FAQ: Can I receive additional years of credit for working more than 20 hours per week and, for example, earn my five years of full-time professional experience in three calendar years?

Answer: No. If an applicant works more than an average of 20 hours per week and can accumulate more than 1,000 hours over a one year period, the applicant gets credit for only one year of full-time professional experience.

FAQ: Do I have to provide time sheets to document my estimated hours?

Answer: No. You may estimate the hours using a reasonable methodology and certify that estimate as being true and accurate to the best of your knowledge.

FAQ: Does all my full-time professional experience have to been in New Jersey?

Answer: No. For all applicants, a minimum of five years of full-time professional experience shall have occurred in New Jersey and at least three years of full-time professional experience shall have occurred in New Jersey immediately prior to submittal of this application. The balance of the full-time experience can be from within New Jersey or out-of-state.

FAQ: I have never worked on remediation projects outside of New Jersey. Do I need to fill in Table 11b?

Answer: No. Table 11b is for applicants who have experience on remediation projects outside of New Jersey and want to apply that experience in meeting the requirements of 10 years of full-time professional experience.

FAQ: I have been laid off for the last six months prior to the submission of this application. How do I account for my last three years of full-time experience (3,000 hours)?

Answer: The Department will make considerations for such non-discretionary breaks in service on a case-by-case basis.

FAQ: Can there be more than one principal decision maker for a project?

Answer: Yes, the NJDEP recognizes that there may be more than one principal decision maker for a project.

FAQ: How many project histories must I submit? I have worked on many projects; do I have to submit histories for all?

Answer: An applicant could submit a minimum of one project history that addresses all six aspects as a principal decision-maker or submit as many as six project histories that address each of the six aspects as a principal decision-maker. The purpose of the project history on form 11d is for the applicant to demonstrate his or her experience and responsibilities as a principal decision-maker when conducting a site investigation, remedial investigation and remedial action of both soils and ground water. Therefore, the applicant should provide a project history demonstrating his or her position as the principal decision-maker for each of the six aspects. These aspects could have all been part of one project or each of the aspects could have taken place independently on up to six different projects.